

**YORKSHIRE DALES NATIONAL PARK AUTHORITY  
FINANCE AND RESOURCES COMMITTEE**

13<sup>th</sup> February 2006

**SICKNESS ABSENCE**

**Purpose of the Report**

To advise Members of the current level of sickness absence in the National Park Authority.

**Strategic Planning Framework**

The information contained in this report is consistent with the Authority's statutory purposes and its approved strategic planning framework:

- ***Best Value Performance Plan***

"Plan and manage all aspects of the Authority's business so as to make the most effective use of our resources"

**Scope of this Report**

Analysis has been undertaken of sickness absence data covering all staff, directly employed by the Authority during the period 1<sup>st</sup> October 2005 to 31<sup>st</sup> December 2005. The data has been analysed by individual Departments and is attached as an **Appendix** to this report.

**Method of Calculation**

As with previous reports, Appendix 1 presents data for all staff based upon a five day working week, taking into account vacant posts, bank holidays, an average annual leave and flexi leave entitlement, to give 'actual' working days available, for both full and part-time staff.

The following data is provided:-

- (i) Number of staff in post as at 31<sup>st</sup> December 2005 (full-time equivalent)
- (ii) The total number of days lost due to sickness within the reporting period
- (iii) The total number of working days available within the reporting period
- (iv) The Department's lost time rate, which is the percentage of lost days compared with the number of days available, and is calculated as follows:-

$$\frac{\text{Total Number of Days Lost}}{\text{Total Number of Days Available}} \times 100$$

The Authority's lost time rate for quarter ending 31<sup>st</sup> December 2005 is 2.2%. The rate for the previous quarter to 30<sup>th</sup> September 2005 was 2.0%. Also provided at Appendix 1 are details of the quarterly lost time rates recorded over the last 5 years.

**Best Value and Audit Commission Performance Indicator**

Under the Best Value regime the Authority is subject to a national Performance Indicator showing the proportion of working days lost due to sickness absence.

Rather than reporting the annual lost time rate, sickness absence for Performance Indicator purposes is calculated and expressed as the number of day's absence per Full Time Equivalent (FTE) member of staff, as follows:

$$\frac{\text{Aggregate of lost working days}}{\text{Average number of FTE staff}} = \text{X days per FTE}$$

Calculated by reference to the start and end of the financial year

Outlined below is a table demonstrating the Authority's performance relating to sickness as set out in the Best Value Performance Plan, over the past four years.

	TARGET	Actual 01/02	Actual 02/03	Actual 03/04	Actual 04/05
No of working days per employee lost due to sickness	4	5.9	4.7	5.7	4.57

The situation as at the end of the third quarter (ending 31<sup>st</sup> December 2005) using the Best Value Performance Indicator methodology (as opposed to the 'lost time rate', percentage-based approach) yields a figure of 1.2 days per FTE for that quarter. The cumulative total for 2005/06 is 3.5 days per FTE.

The target for 2005/06 remains at 4 days per FTE.

Number of working days lost due to sickness per FTE – comparative data

By way of comparison, the 2004/05 figures published in the respective Best Value Performance Plans for other National Park Authorities have been added to the table below:

Year	Brecon	Broads	Dartmoor	Exmoor	Lakes	Northumberland	NYM	Peak	Snowdonia	Dales
2003/04	14.3	7.8	9.15	10.4	4	8.64	4.26	9.13	15	5.7
2004/05		5.9	8	7.6	5.22	8.85	6.2	4.57		4.57

**RECOMMENDATION**

That the report be noted.

CASZANDRA PETERSON  
SENIOR ADMINISTRATIVE OFFICER

Background Documents: None

23<sup>rd</sup> January 2006

**SICKNESS ABSENCE LEVELS – 1<sup>ST</sup> OCTOBER 2005 to 31<sup>ST</sup> DECEMBER 2005**

DEPARTMENT	FULL TIME EQUIVALENT IN POST as at 31.12.05	TOTAL NO. OF DAYS LOST	TOTAL DAYS AVAILABLE	LOST TIME %
Chief Executive and Secretariat	6.6	5.5	356.4	1.5
Finance & Resources	18.6	29.5	1004.4	2.9
Planning	18	8	972	0.8
Conservation & Policy	18.2	10	982.8	1.0
Park Management	36	15	1944	0.7
External Affairs	24.2	79.85	1306.8	6.1
<b>TOTAL</b>	<b>121.6</b>	<b>147.85</b>	<b>6566.4</b>	<b>2.2</b>

**ANALYSIS OF SICKNESS LEVELS (LOST TIME RATE) AT QUARTERLY INTERVALS FOR THE PERIOD 1<sup>ST</sup> APRIL 2000 TO 31<sup>ST</sup> DECEMBER 2005**

<b>1<sup>st</sup> April 2000– 30<sup>th</sup> June 2000</b>	<b>1<sup>st</sup> July 2000 – 30<sup>st</sup> September 2000</b>	<b>1<sup>st</sup> October 2000 – 31<sup>st</sup> December 2000</b>	<b>1<sup>st</sup> January 2001 – 31<sup>st</sup> March 2001</b>
1.7%	2.5%	2.7%	2.7%

<b>1<sup>st</sup> April 2001– 30<sup>th</sup> June 2001</b>	<b>1<sup>st</sup> July 2001- 30<sup>th</sup> September 2001</b>	<b>1<sup>st</sup> October 2001 – 31<sup>st</sup> December 2001</b>	<b>1<sup>st</sup> January 2002 – 31<sup>st</sup> March 2002</b>
1.8%	1.9%	3.6%	3.6%

<b>1<sup>st</sup> April 2002– 30<sup>th</sup> June 2002</b>	<b>1<sup>st</sup> July 2002- 30<sup>th</sup> September 2002</b>	<b>1<sup>st</sup> October 2002 – 31<sup>st</sup> December 2002</b>	<b>1<sup>st</sup> January 2003 – 31<sup>st</sup> March 2003</b>
1.8%	1.6%	3.1%	2.4%

<b>1<sup>st</sup> April 2003 – 30<sup>th</sup> June 2003</b>	<b>1<sup>st</sup> July 2003 – 30<sup>th</sup> September 2003</b>	<b>1<sup>st</sup> October 2003 – 31<sup>st</sup> December 2003</b>	<b>1<sup>st</sup> January 2004 – 31<sup>st</sup> March 2004</b>
2.3%	1.7%	3.5%	3.0%

<b>1<sup>st</sup> April 2004 – 30<sup>th</sup> June 2004</b>	<b>1<sup>st</sup> July 2004 – 30<sup>th</sup> September 2004</b>	<b>1<sup>st</sup> October 2004 – 31<sup>st</sup> December 2004</b>	<b>1<sup>st</sup> January 2005 – 31<sup>st</sup> March 2005</b>
2.3%	1.2%	2.0%	3.1%

<b>1<sup>st</sup> April 2005 – 30<sup>th</sup> June 2005</b>	<b>1<sup>st</sup> July 2005 – 30<sup>th</sup> September 2005</b>	<b>1<sup>st</sup> October 2005 – 31<sup>st</sup> December 2005</b>	<b>1<sup>st</sup> January 2006 – 31<sup>st</sup> March 2006</b>
2.3%	2.0%	2.2%	